

## Where to find help & advice

If you have questions about completing this form or the court process call: **0300 303 0656** (English) or 0300 303 5172 (if the offence occurred in Wales and you want to speak Welsh) Please note they cannot give you legal advice.

### The Court Process:

The Single Justice Procedure: [gov.uk/single-justice-procedure-notice](http://gov.uk/single-justice-procedure-notice)

### Legal advice

If you need help with your notice you can find a legal adviser at: [gov.uk/find-a-legal-adviser](http://gov.uk/find-a-legal-adviser)

### Help with managing debt

Here are some not-for-profit organisations that could help you.

**Citizens Advice** - Visit [adviceguide.org.uk](http://adviceguide.org.uk) or call 03444 111 444 to find your local Advice Bureau

**National Debt Line** - Visit [nationaldebtline.org](http://nationaldebtline.org) or call 0808 808 4000

**Money Advice Service** - Visit [moneyadviceservice.org.uk](http://moneyadviceservice.org.uk)

or call 0800 138 7777 for free unbiased advice.

## Transport for London

For more information go to: [tfl.gov.uk/fares/prosecutions](http://tfl.gov.uk/fares/prosecutions)

### Why didn't I get a £100 penalty fare?

Penalty fares are usually only issued for lower-level fare evasion offences, minors and passengers over 60. Non payment of Penalty fares could result in being prosecuted for the original offence.

## Single Justice Procedure explained

### Why have we sent you a Single Justice Procedure Notice?

Transport for London have charged you an offence relating to not having a valid ticket. The Single Justice Procedure notice contains the details of the charge against you.

For more information go to: [tfl.gov.uk/fares/prosecutions](http://tfl.gov.uk/fares/prosecutions)

### What is the Single Justice Procedure?

A single justice procedure case is dealt with in the same way as any other case, except that;

- Just one magistrate will decide your case if you plead guilty or don't reply at all
- you may not need to go to court
- it's only for minor non imprisonable criminal offences

For more information go to: [gov.uk/single-justice-procedure-notice](http://gov.uk/single-justice-procedure-notice)

## Your plea & coming to court

### Deciding on your plea

You need to respond to your notice by pleading guilty or not guilty.

### Pleading guilty

If you plead guilty, you'll be telling the court you did commit the offence you've been charged with.

**You will need to decide if you want to go to court or not.**

If you decide to go to court, you will be sent a letter with the date, time and address of your hearing.

If you decide not to go to court the decision on your case will be sent to you by post.

### **Pleading not guilty**

If you plead not guilty, you'll be telling the court you did not commit the offence you've been charged with. The prosecutor must then try to prove to the court that you did commit the offence and you can answer them with your own evidence

You'll be sent a letter with the date, time and place for your court hearing. If the letter says that this hearing is for the **trial** then you must bring any evidence (documents, letters etc) and your witnesses, if you have any to the hearing.

If the letter says it is for a **case management hearing** then you will need to come to court if the letter tells you to. A case management hearing is to discuss the case in detail before the trial is fixed, for example to decide how long the trial will take and arrangements for witnesses.

If you plead not guilty but do not come to the hearing your case may go ahead without you.

### **If you do not respond**

If you do not respond by the due date, the court will decide your case without your say. The court will not be able to consider your personal circumstances and you could get a financial penalty you cannot afford to pay.

### **Where your case will be heard**

You will be sent a letter with the date, time and address of your trial hearing.

## **What happens in court**

If you have told us you disagree with the statement(s) on your notice in: section 4 for guilty pleas or section 5 for not guilty pleas,

you'll have the chance at the hearing to question or challenge the statement(s) made.

You can represent yourself in court – you do not need legal support if you do not want it.

The court does not offer free legal support (normally called Legal Aid) for this type of offence. If you think you do need support, you can find a legal adviser at [gov.uk/find-a-legal-adviser](http://gov.uk/find-a-legal-adviser)

If you are bringing witnesses to your hearing and they need interpreters, please call: **0300 303 0656**. (English) or 0300 303 5172 (if the offence occurred in Wales and you want to speak Welsh)

If you come to the court hearing you will be given the decision. If you are found guilty this will include details of the financial penalty.

If you are not at the court hearing a letter will be sent to you.

### **If you're found guilty**

If the court finds you guilty your conviction will be recorded at the court.

The court will decide on the amount of your financial penalty, (money you must pay the court).

### **If you're found not guilty**

You may have the right to claim back costs, please visit: [gov.uk/guidance/claim-back-costs-from-cases-in-the-criminal-courts](http://gov.uk/guidance/claim-back-costs-from-cases-in-the-criminal-courts)

### **Why the court needs your financial information**

The court needs to understand your finances so they can set an appropriate financial penalty and consider how long they need to give you to pay it. If you do not provide this information, you could get a financial penalty you cannot afford to pay.